

ETEXT ATTACHMENT

[BEGIN TEXT]

12/04/2002 19 : 38

ATTN: Damon M. Galose
Campaign Finance Analyst
Reports Analysis Division

Dear Mr. Galose,

Following is our procedure for obtaining the required information from donors to our congressional campaign (ID #C003740-58):

1. All initial solicitation materials and forms, including the on-line donation form, contain the following disclaimer:

"Individuals are limited to \$1000 per election cycle. To comply with Federal Law, we must use our best efforts to obtain, maintain and submit the name, mailing address, occupation and the name of the employer of individuals whose contributions exceed \$200 per election cycle. Contributions to candidates are not tax deductible for Federal Income Tax purposes."

2. If the required information was not received, then a second contact was attempted within 30 days of receiving the donation. This was done via e-mail, regular mail, or by phone, depending on the information we had already received for the donor.

3. Finally, a third and final letter was sent to all donors who had not responded to our previous attempts.

Respectfully,

Ana Ma
Campaign Manager
[END TEXT]